

# OFFICE OF PROCUREMENT

Small Business Involvement in Procurements  
LMS-OP-4507 Revision: G-3

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NASA Langley Research Center (LaRC)  
Langley Management System (LMS)

## CHANGE RECORD

Rev. No.	Date	Description
B	02/11/00	Updates location of synopsis template. Reflects the new policy that ASMs will be conducted instead of preparing written acquisition plans.
C	07/06/00	Title revised to be consistent with FAR. Moves paragraphs IV.B. & C. procedures to LMS-OP-4509 and LMS-OP-4516, respectively. Incorporates LMS-TD-4547 Tab 7 instructions. Combines new paragraphs IV.A.2. & 3 procedures.
D	4/18/01	Incorporates SBA PCR involvement. Rearranges procedure in order in which process should occur.
E	2/13/02	Incorporates information from LMS-TD-4547, Tab 8.
F	9/25/02	Adds Section II regarding records. Adds NPD reference, corrects NAICS code for SBIRs, removes CBD reference, adds FedBizOpps, corrects website address, specifies timeframe for SBA PCR review, clarifies stated procedures.
F-1	10/15/03	Corrects web address for EPS.
G	2/6/04	Provides information regarding NASA Research Announcements (NRA) and Announcement of Opportunity (AO) procurements.
G-1	8/16/04	Adds “service-disabled veteran-owned” to Section I. Corrects organizational and document references. Clarifies Section III.
G-2	11/24/04	Added “competitive” to Section III, paragraph 1, second sentence.
G-3	5/13/08	Revised to identify the SBS and the IAR simultaneously throughout the document. Section III, paragraph 5, changed PIC 99-21 to PIC 08-06.

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*Verify correct revision before use by checking the LMS Web Site*

## I. Introduction

This procedure covers the acquisition strategy process as it relates to involvement of small, small disadvantaged, small women owned, small veteran-owned, service-disabled veteran-owned and HUBZone small businesses, HBCUs or other minority institutions. Also reference the following: Langley Procedural Requirements (LPR) 5000.2 for a description of varying acquisition alternatives and NPD 5000.2A for procurements over \$50,000,000.

## II. Records

Records generated by this procedure are contained in the Contract Files.

## III. Instructions

The involvement of the Small Business Specialist (SBS)/Industry Assistance Representative (IAR) early in the procurement process is very important to insure the optimum involvement of the small business community. Upon receipt of a Purchase Request and/or item/service description for competitive procurements valuing over \$100,000, the Contract Specialist (CS) shall forward a Langley Form (LF) P46, "Industry Assistance Review/Recommendation" to the SBS/IAR for coordinating all activities related to determining opportunities for a small business set-aside and applicable North American Industry Classification System (NAICS) code and size standard. (However, a LF P46 shall not be requested for Small Business Innovative Research (SBIR)/Small Business Technology Transfer (STTR) Phases I and II procurements, these procurements are a small business set-aside with an applicable NAICS code of 541710. Additionally, a LF P46 shall not be requested for pending awards for NASA Research Announcements (NRA) and Announcement of Opportunity (AO) procurements since decisions regarding competition were made prior to selection. The NAICS code for these types of procurements is usually 541710 (confirm with the SBS/IAR).

During this phase of the procurement it may be necessary to conduct market research, i.e. sources sought synopsis, to determine the availability and capability of small, small disadvantaged, small woman owned, small veteran-owned, small HUBZone businesses or HBCUs to conduct all or a portion of the effort. The CS, in conjunction with the procurement initiator, shall prepare the synopsis. The CS shall post the synopsis to the FedBizOpps. (A shell for the synopsis is located on the NAIS Electronic Posting System (EPS), which is accessible through a Global Logon request ([https://prod.nais.nasa.gov/cgi-bin/nais/login\\_account.cgi??check=ok](https://prod.nais.nasa.gov/cgi-bin/nais/login_account.cgi??check=ok)).) The CS shall create a record of all responses received and forward a copy of the information to the IAR. The CS shall provide a copy of the responses to and request an evaluation of the responses from the initiator.

The CS shall then meet with the SBS, IAR, Contracting Officer (CO), and initiator to review the findings to determine an appropriate procurement method (e.g., 8(a), small business or HUBZone set-aside, full and open) and/or establish subcontracting goals in accordance with FAR Part 19 and NFS Part 1819. In addition, the SBS/IAR should request attendance by the Small Business Administration (SBA) Procurement Center Representative (PCR) as determined appropriate. If the projected value of the procurement will exceed \$50,000,000, you must follow requirements in NPD 5000.2A.

After the meeting, the SBS/IAR shall forward a completed LF P46 of all procurements not set-aside to small business, except for actions resulting from Broad Agency Announcements or those that will be awarded to non-profit entities, to the SBA PCR for review. The SBS/IAR shall request, in writing, that the SBA PCR's review of the procurement be completed within 10 days. If the SBA PCR's review has not been received within 10 days, the LF P46 will be annotated and forwarded to the cognizant CS. Upon receipt of the LF P46, the CS shall document the results of the aforementioned meeting and rationale for decisions made using LF P327, "Determination of Small Business Goals for Procurements Over \$500K" and provide a copy to the SBS/IAR. The SBS/IAR shall forward a copy of the LF P327 to the Office of Small & Disadvantaged Business Utilization at NASA Headquarters for review and concurrence if the procurement value is projected to exceed \$50,000,000.

If an 8(a) procurement appears appropriate, capability statements may be requested from candidate firm(s) or the SBA. The SBS/IAR shall provide copies of capability statements to the initiator and the CO for review. If the initiator desires additional information, potential firms may be invited to provide an oral presentation on their qualifications/capabilities. Attendees at the briefing shall include the CS (who will conduct the meeting), the SBS/IAR, the SBA PCR, the CO, and the initiator. Each firm will be given a time limit in which to present the required information. Following the briefing(s), the CS, the SBS/IAR, the SBA PCR, the CO, and the initiator will confer to select the firm for the Agency offering to the SBA (see PIC 08-06). Those firms who provided oral presentations but were not selected shall be notified in writing. Following the selection, the CS shall complete a LF P46 and forward it to the SBS/IAR for signature.